

Job description for the Head of Study Environment

The head of study environment ensures the student union fulfills its role as Mälardalen University's (MDU) reviewer by representing students and addressing environment-related issues. This role involves monitoring external developments relevant to study environments. Study environment also incorporates students' physical and psychological health and its support from the university. The assignment also includes handling student matters concerning the study environment.

Coordination of student representation

- ***Recruitment and training of Student Safety Representatives and Student Representatives.***

Responsible for recruiting and training Student Safety Representatives (SSRs) and Student Representatives (SRs), including providing updated handbook and contracts. Collaborates with MDU and Vice Chairman for Education, Head of Education to deliver annual training sessions for SSRs and SRs, ensuring they understand their role and tasks. Leads recruitment efforts together with the Head of Education and organizes monthly "Kårendag" events to promote these roles across campuses.

- ***Student Influence Education Committee***

Together with the Head of Study Environment, the Vice Chairman for Education holds a monthly Student Influence Education Committee (SIEC) meeting. Cooperatively, they are responsible for setting the agenda, managing meeting protocols, and inviting all Student Representatives (SRs), Student Safety Representatives (SSRs), and heads of education from program associations to discuss education-related issues. SIEC also appoints SRs and alternates to committees and councils when the Vice Chairman for Education or Head of Education is unable to participate.

Disciplinary Board at MDU

The Head of Study Environment, alongside an SR, serves on the MDU's Disciplinary Board, the body responsible for investigating cases of academic misconduct and determining appropriate penalties. The board convenes bi-weekly for approximately four hours, with an additional two to four hours required to review case materials in preparation. In this role, the Head of Study Environment ensures that student perspectives are represented in decision-making processes and upholds the integrity and fairness of disciplinary proceedings.

Boards and councils

The Head of Study Environment represents the student union of various central councils and committees at MDU, dedicating around five hours per week to this work. This includes participation in key bodies such as an academy management council and various reference groups, where the Head of Study Environment advocates for student interests, provides insights on study environment matters, and contributes to policy discussions that impact the student experience. This role requires consistent collaboration with university leadership to ensure student perspectives are included in decision-making.

Handling of student matters

Mälardalen's Student Union

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The Head of Study Environment maintains regular communication with MDU's Student Health Center, Student Ombudsman, Coordinator Student Work Environment, and Student Safety Representatives (SSRs) to review and address student matters related to the study environment. This includes advising students on university policies and informing them of their rights and the support available to them. The Head of Study Environment ensures that student concerns are managed effectively and works to foster a safe and supportive educational environment. This includes standing at campus together MDU Student Health center to promote and advertise health information. The Head of Study Environment must carry out safety rounds in the premises on campuses where students conduct their studies.

Assisting the Vice Chairman for Education and Head of Education

The Head of Study Environment supports the Vice Chairman for Education and Head of Education in managing student-related issues, as well as planning and facilitating meetings and activities involving Student Representatives (SRs) as needed. This collaborative role ensures that student needs are effectively addressed and that initiatives are well-coordinated across educational leadership.

Responsibility over the crisis ledger

Head of Study Environment ensures the crisis ledger contains accurate and up-to-date records of emergency protocols, key contacts, and incident reports. They oversee proper documentation of crisis events, track resolutions, and ensure compliance with office policies. Additionally, they coordinate with relevant stakeholders to improve crisis response measures and facilitate periodic reviews to enhance preparedness.

Safety

ombudsman

Head of Study Environment work towards for a safe and healthy work environment by identifying risks, ensuring compliance with safety regulations, and promoting best practices. They serve as a point of contact for safety concerns, facilitate incident reporting, and collaborate with management to implement necessary improvements. Additionally, they conduct regular safety checks and participate in workplace safety training if necessary and awareness initiatives.

Student housing issues > 1%

The Head of Study Environment participates in the Student Housing Group for Eskilstuna, Västerås, and Nyköping to represent student perspectives and advocate for their housing needs. The group meets two to three times per semester, with each session lasting approximately two hours. In addition, the Head of Study Environment is responsible for conducting a termly survey on student housing conditions, sharing these insights with Mälardalen's Student Union Board, and contributing to the Swedish National Union of Students (SFS) annual student housing report.

Additional

group

projects/meetings

The group projects/meeting are written in the document "Job description for the group to work towards common goals."